

Voting Assistance Program Procedures

Proponent For Inspections: MILPO

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No: _____

Date of Inspection: _____

Inspector's Phone No: _____

Unit Overall Rating: T P U

Reference: a. DoD Directive num 1000.4, "Federal Voting Assistance Program (FVAP)" April 14, 2004. b. 2006/07 Voting Assistance Guide

Standard. The standard is "T"= 90% rate of evaluated task. "P" = success rate of evaluated tasks with no failed critical tasks. "U" = less than 70% success rate of evaluated tasks or one failed critical task.

Inspection Criteria:	Level	GO	NO GO	Remarks
1. Critical Does the unit have appointed in writing a Voting Assistance Officer IAW DOD Directive 1000.4 para 5.2.1.4.2? Per AR 608-20 para 2-14b the VAO appointed should be expected to remain assigned through the election year.	Battalion			
2. Are there signs posted in the company / barracks areas with VAO 's name and contact information?	Battalion			
3. Is there a designated area to post Voting assistance information (i.e. Poster, News Letter, elections dates) and is the information posted current?	Battalion			
4. Does the VAO have in his possession enough Standard Forms 76, Federal Post Card Application (FPCA) to give at least one per Soldier and eligible civilians assigned?	Battalion			
5. Critical . Is the unit conducting training /orientation for all Soldiers including IET on voting's right, absentee registration and voting IAW DOD Directive 1000.4 para 5.2.1.14?	Battalion			
6. Is the VAO keeping track and reporting monthly the number of personnel (no names) that he or she assisted?	Battalion			
7. Provide a annual "Rights to Vote Class to all personnel. Has provided date of class as well as a copy of the sign in roster to MILPO VAO.	Battalion			
8. Have a copy of the 2006/07 Voting Assistance Guide.	Battalion			
9. Critical Are all VAOs certified?	Battalion			
Remarks				